

# CITY OF BEAVERTON

## Water Distribution Supervisor

### General Summary

Plan, direct and coordinate the overall activities for the construction, operation, maintenance and repair of the City's water distribution system. Meet with and assist contractors relative to City operations projects. Work with special districts and/or other public and private agencies regarding public works projects.

### Key Distinguishing Duties

Overall Supervision of the maintenance and repair of water distribution pipes, lines, valves, hydrants, and meters included in the City's water distribution system and the level of certification required for Water Distribution.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Coordinate and supervise technical operations of the water distribution system per the standards set by the DRC and the Oregon Department of Human Services. Develop, review, approve and implement work plans, services, policies, procedures and reports. Set performance standards.
2. Serve as a member of the Public Works Department management team. Evaluate performance and program effectiveness to ensure compliance with federal, state, and American Water Works Association regulations. Recommend improvement of programs as appropriate. Prepare requests for proposals and authorize payments to contractors and consultants.
3. Supervise staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
4. Coordinate and review private contractor and in-house design plans for City water construction projects, for compliance with codes, standards, and operational needs.
5. Coordinate plan review of water system distribution..
6. Prepare, recommend and monitor budget for section. Provide explanation for variances.

7. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
8. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
9. Produce an acceptable quantity and quality of work that is completed within established timelines.
10. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
11. Represent the water distribution section and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Act as a City representative for the Oregon Health Division. May be required to provide leadership in emergency situations. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
12. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards. Investigate accidents and incident reports and take corrective action.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Follow standards as outlined in the Employee Handbook.
16. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

### **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Advanced knowledge of safety practices and procedures related to water distribution systems including confined space entry, excavation safety and the proper handling of hazardous chemicals.
- ◆ Expert knowledge of practices and principles required to manage the construction, installation, operation, maintenance and repair of a large municipal water distribution system.

- ◆ Working knowledge of the laws, regulations, ordinances and codes governing the construction, installation, operation, maintenance and repair of large water distribution systems including Federal Environmental Protection Agency standards, state of Oregon Health codes and American Water Works Association regulations.
- ◆ Working knowledge of pressure control systems, water reservoirs, water pumps, valve exercising and water sampling.
- ◆ Expert knowledge of equipment used in the construction, installation, operation, maintenance and repair of a large water system.
- ◆ Advanced knowledge of meter and hydrant installation and component parts.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making related to a large water distribution system.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to large water distribution systems.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.

### **Skills/Abilities Required**

- ◆ Advanced ability to read maps, blueprints and equipment instruction manuals.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to successfully manage the operations and budget of a section.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to build consensus.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Ability to use word processing and spreadsheet programs as required for position.

### **Minimum Qualifications Required for Entry**

Associate's degree in management or water science, or a related field with advanced course work in same required, and 6 years experience in the construction, installation, operation, maintenance and repair of a large water distribution system including telemetry responsibilities, including 2 years in a supervisory or lead role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

## **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Commercial Driver's License-A or B with air brake and tank endorsements desirable.
- ◆ Traffic flagger training required within three months of employment.
- ◆ Oregon Health Division Water Distribution Operator IV certification required.

## **Working Conditions**

Regular focus on a computer; daily use of a keyboard or similar device; daily standing for prolonged periods; occasional lifting, moving and carrying of objects over 50 pounds; occasional crouching, crawling, bending, kneeling, climbing or balancing; frequent work in all weather conditions and around traffic; occasionally called to respond to emergency conditions in off-hours; regular exposure to equipment with crushing potential, hazardous chemicals, fumes, vibration and high noise levels; exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

## **Classification History**

As of 10/97: Operations and Maintenance Supervisor

Revised: 1/98

New class specification title 1/98: Water Distribution Supervisor

Revised: 11/04

Revised: 1/1/09

Status: M2

FLSA: Exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date